



MECKLENBURG COUNTY

Land Use and Environmental Services Agency Code Enforcement

8/9/12

To: Electronic Master Plan (e-Plan) Users

From: Tim Taylor, Residential Technical Services Manager

Reference: Residential Electronic Plan Submittal Policy Updated 11/21/12

Our Residential Electronic Plan Submittal program has proven to be very beneficial to both Code Enforcement and the home builder community. We recently put in place submittal guidelines to increase our efficiency and ensure the product is code compliant. This notice is to further clarify these guidelines and make some minor modifications. It also serves to inform users of other options available if their drawing packages are not able to meet the guidelines for elevation & structural options.

The submittal guidelines are as follows:

- Plans must be submitted as one file that includes all construction drawings & details. The submittal of "Other Files" may be of supporting nature only; for example: beam or truss specifications, sealed letter from design professional.
- Master plan designs should be limited to **six** elevation options and **eight** structural options, all included into the one file.
 - Elevation options include variations in exterior finishes, variations in window/door arrangements for the same wall, or variations in gables/dormers on a trussed roof that do not create an alteration in the bldg footprint.
 - Structural options include options that alter the footprint of the building, require additional foundation/footings, change the layout of gables/dormers on a framed roof, or increase the structural loading (like the addition of another floor level above). A unique elevation that is the result of a structural option will not be counted toward the maximum number of allowed elevation options unless the same elevation is presented with multiple finish variations.
 - The County will not count a side-load garage option as a different elevation or structural option at this time.
 - The requirement to provide typical fire-rated construction details for construction occurring within the 5' fire-separation distance will not count as a different structural option.
- File names must be limited to forty characters and unique to other file names.

- Electrical, mechanical, and plumbing drawings are not reviewed for code compliance and therefore should not be included in the plan submittal.
- Approved master plans must be customized into a site specific plan set containing only the options selected for that particular build. This plan set shall be maintained at the construction site for the Field Inspector.

If a drawing package does not meet the submittal guidelines for elevation & structural options and the builder does not desire to modify the package to comply, the following option is available:

- Paid review by the hour: This process would be separate from the regular workflow. The plan review would not be associated with a permit application and therefore the customer would pay the \$435.00 pre-application review fee plus a plan review fee of 1.39 times the hourly rate of the residential plan reviewer salary for the time spent on the review. The plan review turnaround would be outside of the normal expectations of 5 days and would not affect those response goals. The \$435.00 would be credited to the first permit submitted associated with that particular master plan.

For Builders who would like to create a standardized detail package, the e-plan system can accommodate that. The detail drawings would be submitted as a standalone package for approval, just like a master plan. This package would then be referenced within each submitted building model, but would not be required to be a part of the e-plan submittal for that model. This would reduce the overall size of the plan file uploaded to e-plan and speed up the review process. Detail sheets would be considered part of the total approved plan set, and failure to provide them on the jobsite will result in a disapproved inspection. Certain conditions must be adhered to for the standardized detail package review to be acceptable for both field use and plan review:

- Professional seals must be consistent between master plan model drawings and the detail package.
- Any modifications or revisions to the detail package would require re-submittal of the complete package for re-approval.
- All code references within the package must be referencing the current NC Residential Code. This means that in the event of a code change, the detail package must be updated to the new code.
- All detail references within the master plan must coincide with the appropriate page number and section detail in the detail package.
- The master plan must reference the approved detail package PIN #. The detail package is part of the complete plan set and must be present on the jobsite.
- The detail package should be identified and submitted through e-plan as follows:
“(company name) Standardized Detail Package (code version)”

Currently only Mecklenburg County will allow this option. Plans submitted for use in Raleigh may need to submit the complete master plan including the detail package.

These guideline modifications will become effective immediately since these requirements are less restrictive than the original.